

**Definitions**

NPPS -NASA Personnel & Payroll System  
 TADS -Time and Attendance Distribution System  
 FWOCS -Fab Work Order Control System  
 CTDES -Carolyn Thomas' T&A Data Entry System  
 T&A -Time and Attendance  
 LF 11 -Daily Time & Attendance Sheet  
 LF 12 -Weekly Individual Time & Attendance Sheet  
 LF 12A -Weekly Individual Time & Attendance Sheet  
 LF 385 -Record of Employee's Use of Family and Medical Leave  
 OPM 71 -Request for Leave or Approved Absence

**Super Certifier**

Employees designated in the Office of the Chief Financial Officer who can certify any employee's T&A record except their own. The following positions are Super Certifiers:

- Chief Financial Officer
- Deputy Chief Financial Officer - Finance
- Accounts Payable & Employee Services Branch Head
- Pay, Labor & Travel Team Lead

**Note 1**

The employee information must be recorded in the NPPS only for:

- New employees
- Return to duty employees
- Transferred employees

**Note 2**

This information must be recorded only for:

- New employees
- Return to duty employees
- Transferred employees
- LaRC employees transferring between Center organizations

**Note 3**

There is only one method for entering the data into NPPS and that is TADS. TADS is the official T&A record. FWOCS, CTDES, LF 11, LF 12, and LF 12A are "work papers" used to assist the T&A clerk in posting to TADS and are not required to be retained. Last minute adjustments are made directly to TADS and not to the "work papers." TADS is the record which is certified. Annual employee certifications are retained by the Payroll Office for 6 years or until a GAO audit (see GAO waiver B-114365).

**Note 4**

A OPM 71 and a medical certificate or other evidence acceptable to the supervisor must be given to the T&A Clerk for sick leave in excess of 24 consecutive hours. The T&A Clerk is responsible for maintaining OPM 71s for all leave categories and submitted medical certificates and LF 385's for 3 years or until a GAO audit.

Military orders, jury and court duty certificates, and court summons must be submitted to the Payroll Office for retention.

**Note 5**

T&A records should only be certified by the employee's immediate supervisor. If the immediate supervisor is not available, then the T&A record should be certified by the next level of management. A supervisor can only certify his/her own organization.

If at the highest level of management, a certifier is not available, the T&A record must be certified by a Super Certifier.

**Note 6**

It is the responsibility of the Payroll Technician to review the T&A records that have been flagged by TADS to ensure that the employee is entitled to the total posted on their T&A record. These records include night differential, Sunday differential, time off awards, continuation of pay, and holiday hours worked.